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Announcement Number

MHCMP-453286-SSA

USAJOBS Control Number

2216498

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Supervisory Status: No

CBP: Securing America's Borders

Do you desire to protect American interests and secure our Nation while building a meaningful and rewarding career? If so, the Department of Homeland Security (DHS) is calling. DHS components work collectively to prevent terrorism, secure borders, enforce and administer immigration laws, safeguard cyberspace and ensure resilience to disasters. The vitality and magnitude of this mission is achieved by a diverse workforce spanning hundreds of occupations. Make an impact; join DHS.

Discover a challenging and rewarding career in CBP, the sole organization responsible for securing the nation's borders. At U.S. Customs and Border Protection, we:

- Screen passengers, vehicles, and shipments entering our country
- Seize illegal narcotics, vehicles, and agricultural products
- Prevent unauthorized entry into the country
- Rescue individuals who fall into dangerous conditions traversing our border

For more information about CBP's mission, activities, and careers, please visit our website at: <http://www.cbp.gov>.

Who May Apply: Current U.S. Customs and Border Protection employees with competitive status within the local commuting area which includes Bohemia, NY, Elizabeth, NJ, Hoboken, NJ, Jamaica, NY, John F. Kennedy Airport, NY, Long Island, NY, Morristown Airport, NJ, New City, NY, New York City, NY, NY-Bronx, NY-Kings, NY-Queens, Perth Amboy, NJ, Ronkonkoma, NY, and Secaucus, NJ.

Organizational Location: This position is located within U.S. Customs and Border Protection, Office of Field Operations, New York Field Office, Port of New York/Newark.

Relocation expenses **will not** be paid.

Note: One or more selections may be made using this vacancy announcement.

Relocation Authorized: No

You must be a U.S. Citizen

You may be required to successfully complete a background investigation

You may be required to pass initial and random drug testing

Your job will include:

- Serving as a Senior Import Specialist enforcing statutory, regulatory, and treaty requirements of U.S. Customs and Border Protection and other federal and state agencies.
- Determining admissibility of merchandise and making other import-related decisions.
- Coordinating work assignments and advising subordinate Import Specialists on program and administrative matters under the direction of a supervisor.
- Verifying tariff classification and appraising imported articles or products focusing on areas designated as high-risk.

Experience qualifications for this position are in the Office of Personnel Management's Operating Manual. Please click on link below for the Qualification Standards:

<http://www.opm.gov/qualifications/Standards/group-stds/gs-admin.asp>

GS-12: You qualify at the GS-12 level if you possess one (1) year of specialized experience to include interpreting and applying laws, regulations, policies, and procedures that govern the importation of merchandise; working with merchandise determining correct tariff classification, value, and other import-related decisions on any of the formally entered commercial importations pertaining to an established line of merchandise; reviewing and evaluating incoming entry document packages for the full range of entries pertaining to an established line of merchandise; classifying and making related decisions on classification for admissibility into the U.S. commerce, undervaluation, countervailing duty, anti-dumping duty orders, suspected fraudulent claims by importers and exporters on Trade Agreements for a wide variety of imported articles or products within an established line of merchandise; and administering Customs and other agency requirements to importations assigned.

Knowledge, Skills, Abilities and Other Characteristics (KSAOs):

Candidates who meet the minimum qualification requirements are required to possess certain Knowledge, Skills, Abilities, or Other Characteristics (KSAOs) to successfully perform the functions of this position. Candidates will be asked to demonstrate their attainment of these KSAOs in their resume. The KSAOs are:

- Expert knowledge of the concepts, principles, laws and regulations that apply to the admissibility, classification and appraisal of imported merchandise.
- Expert knowledge in the areas of Import Specialist duties and responsibilities.
- Ability to effectively communicate both orally and in writing in order to explain regulatory decisions regarding classification or admissibility within CBP and with members of the importing public.
- Ability to advise and coordinate work performed by subordinate Import Specialists.
- Demonstrated ability to analyze various kinds of data and information in order to identify compliance errors and problems and to recommend corrective action.

You must:

- Meet all qualification requirements, including education and any selective placement factors. Qualifications claims will be subject to verification which could occur at any stage of the application process.
- Meet all applicable Time in Grade requirements, and
- Submit your resume, your online questionnaire, and any supporting documents by 11:59 p.m. Eastern Standard Time on the closing date of this announcement.

Training: You may be required to attend seven (7) weeks of paid training at the Field Office Training Academy in Charleston, SC.

Travel: You will be required to travel occasionally.

You will be evaluated based on your resume, transcripts (if applicable) and the responses to the online questionnaire. You will receive a score ranging from 70-100 based on your responses.

Your application packet must include a completed assessment questionnaire, a resume, and any applicable and/or required supporting documentation. Please see the "Required Documents" section below for additional information.

You are not required to submit official documentation as part of your application package; an unofficial version will be accepted during the application process. However, if selected, you must provide the required official documentation prior to appointment. If any part of your application is not received, it will be evaluated solely on the information available.

If you are unable to upload your information, you may fax it in. Please complete the cover page located at

<http://staffing.opm.gov/pdf/usascvcover.pdf> using the vacancy ID 453286. Please provide your SSN, name, and address using the exact name you used when you filled out the questionnaire. The fax number is **1-478-757-3144**. If you previously uploaded documents into Application Manager, you do not need to fax those same documents.

Applications and supporting documentation will not be accepted by mail or email. The address below is for inquiries only. If you are unable to apply online, please contact the Human Resources Specialist listed at the end of this vacancy announcement at least one day prior to the closing date for further instructions. You may apply more than once, but the most recent application is the only one that will be used.

- **Resume:** A resume is required and must be in English. It must contain your full name, address, phone number, the last four digits of your Social Security Number, a detailed description of your duties and the dates you performed them (MM/DD/YY), as well as your work schedule and salary.

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Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) eligibility:

If you have never worked for the federal government, you are not ICTAP/CTAP eligible. Information about ICTAP or CTAP eligibility is on the OPM's Career Transition Resources website at

[http://www.opm.gov/Reduction In Force/employee_resources/ctap/index.asp](http://www.opm.gov/Reduction%20In%20Force/employee_resources/ctap/index.asp). To be considered well qualified under ICTAP/CTAP, you must earn a score of 85 or above on the rating criteria developed for this position. You must submit a separation notice; SF-50B, an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; or a Military Department of National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.

Veterans' preference points are not applicable to Merit Promotion announcements.

It is your responsibility to verify that information entered, uploaded, or faxed (i.e., resume, assessment questions and answers) is received and is accurate. Human Resources will not modify or change any part of your application. If a document is not in a legible format, you will not be able to view it in Application Manager and you must again upload or fax the documentation by the closing date.

After the closing date of the announcement, we will review all applications and the most highly qualified candidates will be referred to the hiring official for further consideration. You will be notified initially when your application packet is received. You will receive a second notification stating if you were found qualified or not qualified. You will receive a third notification if you are referred to the hiring official for consideration. If you are referred, you will receive a final notification of the disposition of the vacancy.

DHS offers competitive starting salaries and an attractive benefits package, including: health insurance, Thrift Savings Plan (similar to a 401(k)), Flexible Spending Account, retirement plan, life and long-term care insurance, Employee Assistance Program, personal leave days and paid federal holidays. Other benefits may include: flexible work schedules, telework, tuition reimbursement, transportation subsidies, uniform allowance, health and wellness programs, and fitness centers. DHS is committed to employee development and offers a variety of employee training and development opportunities. For more information, please go to www.dhs.gov/careers and select Benefits.

CBP requires participation in Direct Deposit/Electronic Funds Transfer for salary payments.